



# WebTADS Training

## Timesheet Navigation and Time Entry

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# Purpose

- ❖ To successfully enter time for the pay period without errors

# Timesheet

**WebTADS JSC (Development and Test)** Welcome: DUEY DUCK System: Normal Today is 03/31/2005

My Timesheet Online Support Logout

Name: DUCK, DUEY Tour Type: S Routed: 0CONT  
 FLSA: Exempt Part-time Hrs: 0 Phone: 256-555-1111  
 Approved: No Approved By: [Leave Balances](#) [hide details](#)

**Message of the Day**

The 2004 Combined Federal Campaign ends  
 Hello from WebTADS

Update Reset **Normal (01/23/2005 - 02/05/2005)**

Approval Status: **N**

Project	Total	Sun 01/23	Mon 01/24	Tue 01/25	Wed 01/26	Thu 01/27
(Add)		0.0	8.0	8.0	8.0	8.0
		0.0	0.0	0.0	0.0	0.0

Project	Total	Sun 01/30	Mon 01/31	Tue 02/01	Wed 02/02	Thu 02/03	Fri 02/04	Sat 02/05
(Add)		0.0	8.0	8.0	8.0	8.0	8.0	0.0
		0.0	0.0	0.0	0.0	0.0	0.0	0.0

Week 2 Total 0.0

Approved OT Requests: [None for this payperiod.](#) **GRAND TOTAL: 0.0**

Enter a comment

**Comments**

Comment	Action	Entered On	Entered By

(1) Navigation bar

(2) Employee Details

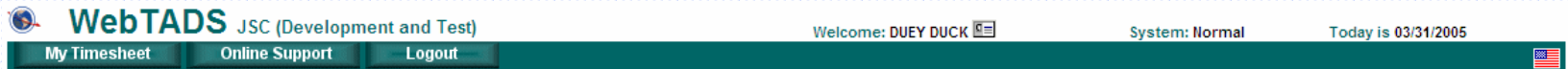
(3) Command Bar

(6) Add project to timesheet

(4) Empty timesheet

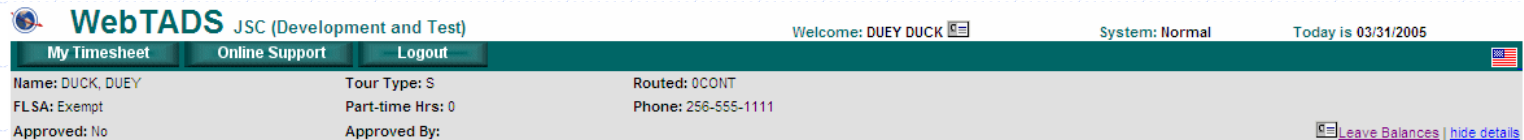
(5) Comments

# Navigation Bar (1)



- ◆ My Timesheet: Return to your timesheet
- ◆ Online Support: Opens online support in a new browser window
  - Online support topics include FAQ, timesheet information, leave request, overtime request, icon definitions, hour types, and center information
- ◆ Logout: Logout session in WebTADS
  - Recommended after session completed with WebTADS
- ◆ American Flag icon: List of Federal holidays

# Employee Details (2)

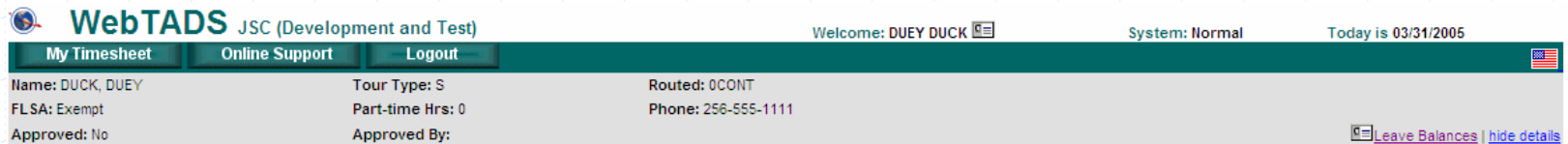


The screenshot shows the WebTADS JSC (Development and Test) interface. At the top, there is a navigation bar with links for 'My Timesheet', 'Online Support', and 'Logout'. The main header area displays 'Welcome: DUEY DUCK', 'System: Normal', and 'Today is 03/31/2005'. Below this, a table-like structure shows employee details for 'Name: DUCK, DUEY'. The details include 'Tour Type: S', 'Routed: 0CONT', 'FLSA: Exempt', 'Part-time Hrs: 0', 'Phone: 256-555-1111', and 'Approved: No'. At the bottom right, there are links for 'Leave Balances' and 'hide details'.

WebTADS JSC (Development and Test)		
Welcome: DUEY DUCK		
System: Normal		
Today is 03/31/2005		
My Timesheet   Online Support   Logout		
Name: DUCK, DUEY	Tour Type: S	Routed: 0CONT
FLSA: Exempt	Part-time Hrs: 0	Phone: 256-555-1111
Approved: No	Approved By:	
<a href="#">Leave Balances</a>   <a href="#">hide details</a>		

- ◆ Name: Employee's name
- ◆ Tour Type: Abbreviation of tour type
  - S – Standard
  - C – Compressed
  - U – Uncommon
  - V – Variable
  - F – Flexible
  - M – Maxiflex
  - I/X – First Forty
- ◆ Routed: Organization to which employee timesheet routed for approval

# Employee Details (2)



The screenshot shows the WebTADS JSC (Development and Test) interface. At the top, there is a navigation bar with links for 'My Timesheet', 'Online Support', and 'Logout'. Below this, a header bar displays 'Welcome: DUEY DUCK', 'System: Normal', and 'Today is 03/31/2005'. The main content area shows employee details for 'Name: DUCK, DUEY'. The details are organized into three columns: 'Name: DUCK, DUEY', 'Tour Type: S', and 'Routed: 0CONT'. Below these, there are three rows of information: 'FLSA: Exempt', 'Part-time Hrs: 0', and 'Phone: 256-555-1111'. At the bottom, there is a row for 'Approved: No' and 'Approved By:'. On the right side of the bottom row, there are two links: 'Leave Balances' and 'hide details'.

Name: DUCK, DUEY	Tour Type: S	Routed: 0CONT
FLSA: Exempt	Part-time Hrs: 0	Phone: 256-555-1111
Approved: No	Approved By:	<a href="#">Leave Balances</a>   <a href="#">hide details</a>

- ◆ FLSA: Indicates if employee is Exempt or Non-exempt
- ◆ Part-time Hrs: If part-time employee, will show number of part time hours
- ◆ Phone: Employee phone number
- ◆ Approved: Timesheet Approval status (yes/no)
- ◆ Approved by: If timesheet is approved, will have date, time, and name of approver
- ◆ E-mail: Employee's email address
- ◆ Tour of Duty: Scheduled work hours
- ◆ Leave balances: Show employee attributes
- ◆ Hide details: If clicked, then only name, tour type, and tour of duty will appear in the gray box

# Command Bar (3)



- ◆ Update: Save changes made to timesheet
- ◆ Reset: Will clear timesheet, unless update button already clicked
- ◆ Dynamite: Will show general errors on timesheet
- ◆ System Status:
  - Normal – Current pay period
  - Adjust Request – Adjustment (Up to three pay periods prior to active pay period)
  - View – Uneditable timesheet (Previous timesheets up to 1 year from active pay period)
- ◆ Dates: Pay period date range



# Command Bar (3)



- ◆ Calendar: Submit an adjustment to timesheet
  - Edit – Current timesheet
  - View – A timesheet in a previous pay period
  - Prior Pay Period Adjustment (PPPA) – Make an adjustment to a timesheet (up to 3 pay periods)
- ◆ House: Return to my timesheet in the active pay period
- ◆ Letter: Submit/View an overtime request
- ◆ Palm Tree: Submit/View a leave request
- ◆ Filing cabinet: Add a project to timesheet
- ◆ Adobe Acrobat logo – Formats timesheet for printing

# Empty Timesheet (4)

**WebTADS** JSC (Development and Test) Welcome: DUEY DUCK System: Normal Today is 03/31/2005

[My Timesheet](#) [Online Support](#) [Logout](#)

Name: DUCK, DUEY Tour Type: S Routed: 0CONT  
 FLSA: Exempt Part-time Hrs: 0 Phone: 256-555-1111  
 Approved: No Approved By:

[Leave Balances](#) [hide details](#)

The 2004 Combined Federal Campaign ended on 11/12/2004.

**Hello from WebTADS**

[Update](#) [Reset](#) **Normal (01/23/2005 - 02/05/2005)**

Approval Status: **N**

Project	Total	Sun 01/23 0.0	Mon 01/24 8.0	Tue 01/25 8.0	Wed 01/26 8.0	Thu 01/27 8.0	Fri 01/28 8.0	Sat 01/29 0.0
Week 1 Total	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Project	Total	Sun 01/30 0.0	Mon 01/31 8.0	Tue 02/01 8.0	Wed 02/02 8.0	Thu 02/03 8.0	Fri 02/04 8.0	Sat 02/05 0.0
Week 2 Total	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
<b>GRAND TOTAL:</b>	<b>0.0</b>							

Approved OT Requests: N

Enter a comment

**Total hours for Week 1**

**Total hours for Week 2**


**Total hours for pay period**

**Work schedule hours appear below date to match work schedule**


Comment	Action	Entered On	Entered By
---------	--------	------------	------------

# Comment (5)

- ◆ Comment box is optional for time entry.
- ◆ The comment box is a useful feature allowing the employee to clarify or communicate any additional information to his/her approver.
- ◆ After comments are entered, they cannot be deleted and are not editable.

Project  (Add)	Total	Sun 01/23 0.0	Mon 01/24 8.0	Tue 01/25 8.0	Wed 01/26 8.0	Thu 01/27 8.0	Fri 01/28 8.0	Sat 01/29 0.0
Week 1 Total	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

Project  (Add)	Total	Sun 01/30 0.0	Mon 01/31 8.0	Tue 02/01 8.0	Wed 02/02 8.0	Thu 02/03 8.0	Fri 02/04 8.0	Sat 02/05 0.0
Week 2 Total	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Approved OT Requests: None for this payperiod.		GRAND TOTAL: 0.0						


Enter a comment

Comment	Action	Entered On	Entered By
---------	--------	------------	------------


Comment


←

# Add Project (6)

Project  (Add)	Total	Sun 01/23 0.0	Mon 01/24 8.0	Tue 01/25 8.0	Wed 01/26 8.0	Thu 01/27 8.0	Fri 01/28 8.0	Sat 01/29 0.0
Week 1 Total	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

Click to add a project

To add a project to an empty timesheet, first click (Add) or the filing cabinet . This takes you to the Add Projects page (below).

DUCK, DUEY 

## Add Projects

WBS	Remark	Hour Type
0411011CS -- Space Comm Ops Integ Civ Serv Spt		
0414085 -- Space Comm Nav & Comm Architecture		
0414085 E0605 -- Space Comm Nav & Comm Architecture		
0902001 -- 09101 : Other Administrative Services		
<b>0902001 E0002 -- Safety</b>		
0902001 E0003 -- EA Rotational Engineer		
0902001 E0004 -- Div Reps Safety & Quality		
0902001 E0005 -- HR Tracking and Planning		


REG -- Regular

Add Project

[\[0411011CS - 3363402QD E0572\]](#)
[\[3363402SV - 3771010AD 11530\]](#)
[\[3771010CL - 73250DN\]](#)
[\[73250EX - R95710063701\]](#)

Labor codes are labeled in numerical order. The bold-faced link contains the codes currently displayed. The other links, contain additional codes. Click the link to populate the box with another set of labor codes. The highlighted line denotes the labor code selected.


# Add Remark (optional)

DUCK, DUEY 

## Add Projects


WBS	Remark	Hour Type
0411011CS -- Space Comm Ops Integ Civ Serv Spt		
0414085 -- Space Comm Nav & Comm Architecture		
0414085 E0605 -- Space Comm Nav & Comm Architecture		
0902001 -- 09101 : Other Administrative Services		
0902001 E0002 -- Safety	TDY	REG -- Regular
0902001 E0003 -- EA Rotational Engineer		
0902001 E0004 -- Div Reps Safety & Quality		
0902001 E0005 -- HR Tracking and Planning		

[0411011CS - 3363402QD E0572] [3363402SV - 3771010AD 11530] [3771010CL - 73250DN] [73250EX - R95710063701]



The remark field is NOT a required field. An example of its use would be TDY (travel). Check with your project manager for additional remark codes.

# Add Hour Type


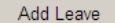
DUCK, DUEY 


## Add Projects


WBS	Remark	Hour Type
0411011CS -- Space Comm Ops Integ Civ Serv Spt		
0414085 -- Space Comm Nav & Comm Architecture		
0414085 E0605 -- Space Comm Nav & Comm Architecture		
0902001 -- 09101 : Other Administrative Services		
0902001 E0002 -- Safety		
0902001 E0003 -- EA Rotational Engineer		
0902001 E0004 -- Div Reps Safety & Quality		
0902001 E0005 -- HR Tracking and Planning		

[0411011CS - 3363402QD E0572] [3363402SV - 3771010AD 11530] [3771010CL - 73250DN] [73250EX - R95710063701]


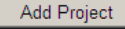
Choose leave and special hour types here:

AL -- Annual Leave  

TDY  REG -- Regular



REG -- Regular  
HZ -- Hazard Pay  
CTU -- Comptime Used  
TCTU -- Travel Comptime Used  
RCTU -- Religious Comptime Used  
OT -- Overtime  
HW -- Holiday Worked  
OTHZ -- Overtime, Hazard Pay  
VOL -- Volunteer Time/Other Time on Premise

The dropdown box contains available hour types. These will vary per employee based on his/her attributes and work schedule. Click on the desired hour type (the highlighted line denotes the one selected). Now click the Add Project button.

# Project Added

DUCK, DUEY

## Add Projects

WBS	Remark	Hour Type
0411011CS -- Space Comm Ops Integ Civ Serv Spt 0414085 -- Space Comm Nav & Comm Architecture 0414085 E0605 -- Space Comm Nav & Comm Architecture 0902001 -- 09101 ; Other Administrative Services 0902001 E0002 -- Safety 0902001 E0003 -- EA Rotational Engineer 0902001 E0004 -- Div Reps Safety & Quality 0902001 E0005 -- HR Tracking and Planning		<input type="text"/> REG -- Regular
<input type="button" value="Add Project"/>		

[0411011CS - 3363402QD E0572] [3363402SV - 3771010AD 11530] [3771010CL - 73250DN] [73250EX - R95710063701]







Choose leave and special hour types here:

AL -- Annual Leave

Projects for Timesheet (DUCK, DUEY)		
0902001 E0002 Safety	TDY	REG

The selected labor code and hour type will be added to the bottom of the page and to your timesheet. Clicking the **X** next to the project will delete that project from your timesheet profile.

# Project Added (cont)

Update Reset		Normal (01/23/2005 - 02/05/2005)						
Approval Status: <b>N</b>								
Project  (Add)	Total	Sun 01/23 0.0	Mon 01/24 8.0	Tue 01/25 8.0	Wed 01/26 8.0	Thu 01/27 8.0	Fri 01/28 8.0	Sat 01/29 0.0
  0902001 E0002 Safety TDY REG	0.0	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>
Week 1 Total		0.0	0.0	0.0	0.0	0.0	0.0	0.0
Project  (Add)	Total	Sun 01/30 0.0	Mon 01/31 8.0	Tue 02/01 8.0	Wed 02/02 8.0	Thu 02/03 8.0	Fri 02/04 8.0	Sat 02/05 0.0
  0902001 E0002 Safety TDY REG	0.0	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>
Week 2 Total		0.0	0.0	0.0	0.0	0.0	0.0	0.0
Approved OT Requests: <a href="#">None for this payperiod.</a>								
GRAND TOTAL:		0.0						

The project also has been added to the timesheet.




(Note: Just as on the timesheet profile, the **X** may be clicked to delete the project from the timesheet. The **X** only appears when zero hours populate a project.)



# Time Entry







To enter time on your timesheet:

(1) Click the day that you would like to enter time.

Project  (Add)	Total	Sun 01/23 0.0	Mon 01/24 8.0	Tue 01/25 8.0	Wed 01/26 8.0	Thu 01/27 8.0	Fri 01/28 8.0	Sat 01/29 0.0
  0902001 E0002 TDY REG Safety	0.0	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>
Week 1 Total	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

(1)

(2) Enter the number of hours worked on that day.

<div> <div>Update Reset </div> <div>Normal (01/23/2005 - 02/05/2005)  </div> <div></div> </div>								
Approval Status: <span style="color: red;">N</span>								
Project  (Add)	Total	Sun 01/23 0.0	Mon 01/24 8.0	Tue 01/25 8.0	Wed 01/26 8.0	Thu 01/27 8.0	Fri 01/28 8.0	Sat 01/29 0.0
 0902001 E0002 TDY REG Safety	8.0	<input type="text" value="0.0"/>	<input type="text" value="8.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>
Week 1 Total	8.0	0.0	8.0	0.0	0.0	0.0	0.0	0.0


(3)

(2)

(3) When time entry is complete, click the update button  
This will save the time you have entered on the timesheet and total the hours.

# Adding Leave

- From the Add Projects page, click to add a leave hour type. The highlighted code in the dropdown box denotes the one chosen. In this example, we are adding annual leave. Note: A labor code is not chosen with leave.

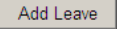
DUCK, DUEY 

## Add Projects

WBS	Remark	Hour Type
0411011CS -- Space Comm Ops Integ Civ Serv Spt		
0414085 -- Space Comm Nav & Comm Architecture		
0414085 E0605 -- Space Comm Nav & Comm Architecture		
0902001 -- 09101 ; Other Administrative Services		
0902001 E0002 -- Safety		
0902001 E0003 -- EA Rotational Engineer		
0902001 E0004 -- Div Reps Safety & Quality		
0902001 E0005 -- HR Tracking and Planning		

[0411011CS - 3363402QD E0572] [3363402SV - 3771010AD 11530] [3771010CL - 73250DN] [73250EX - R95710063701]

Choose leave and special hour types here:

AL -- Annual Leave	
AL -- Annual Leave	
DELU -- Donated Em Leave Used	
DMLU -- Donated Med Leave Used	
XLV -- Excused Leave	
FMSF -- FMLA Sick Leave - Family	
FMSS -- FMLA Sick Leave - Self	
FMAL -- FMLA Annual Leave	
HL -- Holiday Leave	
HOME -- Home Leave	
CL -- Court Leave	
ML -- Military Leave	

# Adding Leave (cont)

DUCK, DUEY

## Add Projects

WBS	Remark	Hour Type
0411011CS -- Space Comm Ops Integ Civ Serv Spt 0414085 -- Space Comm Nav & Comm Architecture 0414085 E0605 -- Space Comm Nav & Comm Architecture 0902001 -- 09101 ; Other Administrative Services 0902001 E0002 -- Safety 0902001 E0003 -- EA Rotational Engineer 0902001 E0004 -- Div Reps Safety & Quality 0902001 E0005 -- HR Tracking and Planning		<input type="text"/> REG -- Regular

[0411011CS - 3363402QD E0572] [3363402SV - 3771010AD 11530] [3771010CL - 73250DN] [73250EX - R95710063701]

Choose leave and special hour types here:

AL -- Annual Leave

### Projects for Timesheet (DUCK, DUEY)

0902001 E0002 Safety	TDY	REG
X 0380100 LEAVE CODE		AL

After selecting a leave type, click the Add Leave button. The annual leave code has been added to the bottom of the Add Projects page and to the front of the timesheet.

# Adding Leave (cont)

Normal (01/23/2005 - 02/05/2005)

Approval Status: **N**

Project	(Add)		Total	Sun 01/23 0.0	Mon 01/24 8.0	Tue 01/25 8.0	Wed 01/26 8.0	Thu 01/27 8.0	Fri 01/28 8.0	Sat 01/29 0.0
0902001 E0002		TDY	REG	8.0	<input type="text" value="0.0"/>	<input type="text" value="8.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>
Safety										
0380100			AL	0.0	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>
LEAVE CODE										
Week 1 Total			8.0	0.0	8.0	0.0	0.0	0.0	0.0	0.0

Project	(Add)		Total	Sun 01/30 0.0	Mon 01/31 8.0	Tue 02/01 8.0	Wed 02/02 8.0	Thu 02/03 8.0	Fri 02/04 8.0	Sat 02/05 0.0
0902001 E0002		TDY	REG	0.0	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>
Safety										
0380100			AL	0.0	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>
LEAVE CODE										
Week 2 Total			0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Approved OT Requests: <a href="#">None for this payperiod.</a>			GRAND TOTAL:	8.0						

Annual Leave appears on the timesheet. Hours to a leave code are added in the same manner as adding hours to a labor code.

(Helpful leave code hint—if a holiday falls in the pay period, the day will not be green, but pink.)

# Timesheet Completed

**WebTADS** JSC (Development and Test) Welcome: DUEY DUCK System: Normal Today is 03/31/2005

[My Timesheet](#) [Online Support](#) [Logout](#)

Name: DUCK, DUEY Tour Type: S Routed: 0CONT  
 FLSA: Exempt Part-time Hrs: 0 Phone: 256-555-1111  
 Approved: No Approved By: [Leave Balances](#) | [hide details](#)

The 2004 Combined Federal Campaign ended on 11/12/2004.  
**Hello from WebTADS**

[Update](#) [Reset](#) **Normal (01/23/2005 - 02/05/2005)**

Approval Status: **N**


Project	Total	Sun 01/23 0.0	Mon 01/24 8.0	Tue 01/25 8.0	Wed 01/26 8.0	Thu 01/27 8.0	Fri 01/28 8.0	Sat 01/29 0.0
0902001 E0002 TDY REG Safety	40.0	0.0	8.0	8.0	8.0	8.0	8.0	0.0
0380100 AL LEAVE CODE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Week 1 Total	40.0	0.0	8.0	8.0	8.0	8.0	8.0	0.0

Project	Total	Sun 01/30 0.0	Mon 01/31 8.0	Tue 02/01 8.0	Wed 02/02 8.0	Thu 02/03 8.0	Fri 02/04 8.0	Sat 02/05 0.0
0902001 E0002 TDY REG Safety	32.0	0.0	8.0	8.0	8.0	8.0	0.0	0.0
0380100 AL LEAVE CODE	8.0	0.0	0.0	0.0	0.0	0.0	8.0	0.0
Week 2 Total	40.0	0.0	8.0	8.0	8.0	8.0	8.0	0.0
<b>GRAND TOTAL:</b>	<b>80.0</b>							

[Approved OT Requests: None for this payperiod.](#)

This timesheet is complete. There are no errors or warnings on this timesheet.

# General Errors

- ◆ General errors will appear on the timesheet if it is incomplete.
- ◆ General errors will disappear as time is entered on the timesheet. When the timesheet has been completed for the pay period, all general errors will be gone.
- ◆ Clicking the dynamite  found next to the update button will take you to the bottom of the timesheet where the errors are displayed.

Enter a comment			
<div></div>			
Comment	Action	Entered On	Entered By
Tue 01/25 ERROR_020 Standard hours and nonpaid hours for a day should equal work schedule hours. Work schedule hours = 8.0 Current total = 0.0			
Wed 01/26 ERROR_020 Standard hours and nonpaid hours for a day should equal work schedule hours. Work schedule hours = 8.0 Current total = 0.0			
Thu 01/27 ERROR_020 Standard hours and nonpaid hours for a day should equal work schedule hours. Work schedule hours = 8.0 Current total = 0.0			
Fri 01/28 ERROR_020 Standard hours and nonpaid hours for a day should equal work schedule hours. Work schedule hours = 8.0 Current total = 0.0			
Mon 01/31 ERROR_020 Standard hours and nonpaid hours for a day should equal work schedule hours. Work schedule hours = 8.0 Current total = 0.0			
Tue 02/01 ERROR_020 Standard hours and nonpaid hours for a day should equal work schedule hours. Work schedule hours = 8.0 Current total = 0.0			
Wed 02/02 ERROR_020 Standard hours and nonpaid hours for a day should equal work schedule hours. Work schedule hours = 8.0 Current total = 0.0			
Thu 02/03 ERROR_020 Standard hours and nonpaid hours for a day should equal work schedule hours. Work schedule hours = 8.0 Current total = 0.0			
Fri 02/04 ERROR_020 Standard hours and nonpaid hours for a day should equal work schedule hours. Work schedule hours = 8.0 Current total = 0.0			
ERROR_023 Standard and nonpaid hours for the week must equal 40. Current total for Week 1 = 8.0			
ERROR_023 Standard and nonpaid hours for the week must equal 40. Current total for Week 2 = 0.0			



# Warnings

- Warnings will appear at the top of the timesheet.
- A timesheet may be approved with warnings on it.
- However, it is recommended that a warning be corrected if possible.
- In this example, annual leave has been added for Friday, February 2. A warning appears stating that annual leave exceeds the employee's annual leave balance.

Hello from WebTADS

WARNING\_060 Annual Leave used exceeds your leave balance. AL hours = -8.0

Normal (01/23/2005 - 02/05/2005)

Approval Status: N

Project  (Add)	Total	Sun 01/23 0.0	Mon 01/24 8.0	Tue 01/25 8.0	Wed 01/26 8.0	Thu 01/27 8.0	Fri 01/28 8.0	Sat 01/29 0.0
0902001 E0002 Safety TDY REG	40.0	<input type="text" value="0.0"/>	<input type="text" value="8.0"/>	<input type="text" value="8.0"/>	<input type="text" value="8.0"/>	<input type="text" value="8.0"/>	<input type="text" value="8.0"/>	<input type="text" value="0.0"/>
0380100 LEAVE CODE AL	0.0	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>
Week 1 Total	40.0	0.0	8.0	8.0	8.0	8.0	8.0	0.0

Project  (Add)	Total	Sun 01/30 0.0	Mon 01/31 8.0	Tue 02/01 8.0	Wed 02/02 8.0	Thu 02/03 8.0	Fri 02/04 8.0	Sat 02/05 0.0
0902001 E0002 Safety TDY REG	32.0	<input type="text" value="0.0"/>	<input type="text" value="8.0"/>	<input type="text" value="8.0"/>	<input type="text" value="8.0"/>	<input type="text" value="8.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>
0380100 LEAVE CODE AL	8.0	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="8.0"/>	<input type="text" value="0.0"/>
Week 2 Total	40.0	0.0	8.0	8.0	8.0	8.0	8.0	0.0
Approved OT Requests: None for this payperiod.	GRAND TOTAL:	80.0						

# Critical Errors

- ❖ Critical errors will also appear at the top of the screen.
- ❖ A critical error must be corrected.
- ❖ A timesheet containing a critical error can NOT be approved.
- ❖ Unapproved timesheets can not be sent to the Department of the Interior for processing. This could result in the employee not being paid appropriately.
- ❖ In this example, holiday leave was entered on a day that was not a holiday. This mistake resulted in a critical error.

Hello from WebTADS

Fri 02/04 CRITICAL\_015 Holiday leave and Holiday work hours may only be entered on a holiday. Holiday hours = 8.0

Update

Reset

Normal (01/23/2005 - 02/05/2005)

Approval Status: N

Project  (Add)	Total	Sun 01/23 0.0	Mon 01/24 8.0	Tue 01/25 8.0	Wed 01/26 8.0	Thu 01/27 8.0	Fri 01/28 8.0	Sat 01/29 0.0
0902001 E0002 TDY REG Safety	40.0	<input type="text" value="0.0"/>	<input type="text" value="8.0"/>	<input type="text" value="8.0"/>	<input type="text" value="8.0"/>	<input type="text" value="8.0"/>	<input type="text" value="8.0"/>	<input type="text" value="0.0"/>
<div>X</div> 0380100 LEAVE CODE AL	0.0	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>
0380100 LEAVE CODE HL	0.0	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>
Week 1 Total	40.0	0.0	8.0	8.0	8.0	8.0	8.0	0.0

Project  (Add)	Total	Sun 01/30 0.0	Mon 01/31 8.0	Tue 02/01 8.0	Wed 02/02 8.0	Thu 02/03 8.0	Fri 02/04 8.0	Sat 02/05 0.0
0902001 E0002 TDY REG Safety	32.0	<input type="text" value="0.0"/>	<input type="text" value="8.0"/>	<input type="text" value="8.0"/>	<input type="text" value="8.0"/>	<input type="text" value="8.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>
<div>X</div> 0380100 LEAVE CODE AL	0.0	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>
0380100 LEAVE CODE HL	0.0	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="8.0"/>	<input type="text" value="0.0"/>
Week 2 Total	40.0	0.0	8.0	8.0	8.0	8.0	8.0	0.0
GRAND TOTAL:		80.0						

Approved OT Requests: None for this payperiod.



# Document Change Record

03/19/2004	Amanda Kerkhof	initial
04/01/2005	Pamela Vaughn	Reworked presentation wording; new screenshots to indicate WBS format on codes